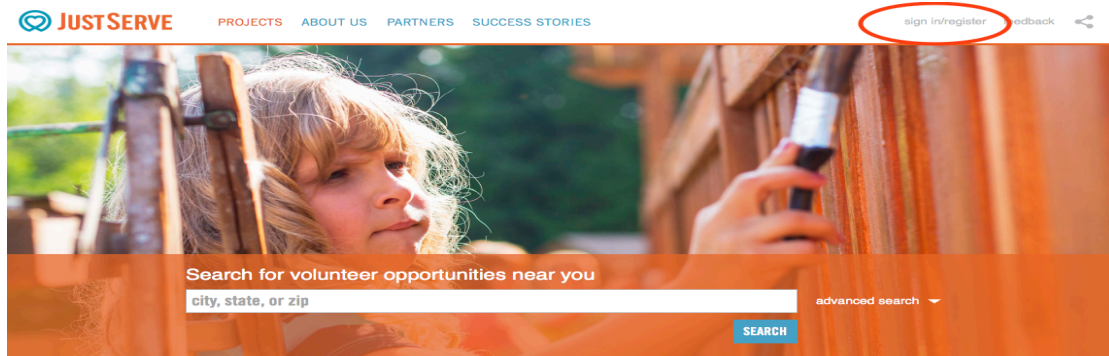


JUSTSERVE TRAINING - SUBMITTING A PROJECT

How to Submit a Project on JustServe.org

1. Go to www.JustServe.org and login. If you don't have a login, create one using your name, email address, and zip code...



Click on “Register Now”

Step 1 - Click Register Now

Need an account? [Register Now.](#)

Create your own JustServe profile, which allows you to volunteer and participate in a variety of service projects.

Step 2 - Fill out Details

First Name *

Last Name *

Email *

Zip/Postal Code *

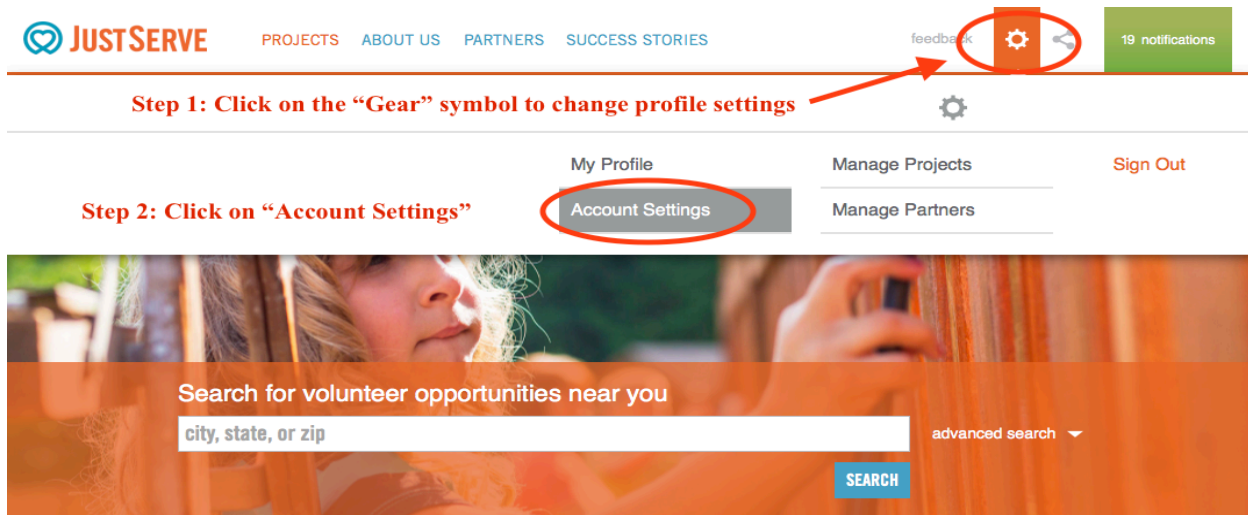
Password *

☐ By clicking this box and creating an account, I certify that I am 13 years of age or older and agree to the terms and conditions in the [Privacy Policy](#) and the [Rights and Use](#) policy.

CREATE ACCOUNT

JUSTSERVE TRAINING - SUBMITTING A PROJECT

2. Once you have registered, you will be sent a confirmation email. You must go to your email account and verify and click the link to activate your account.
3. Return to www.JustServe.org website and login to your new account.
4. Once you have logged in please go to your account settings (Click on the “gear” symbol and then Click on “account settings”).



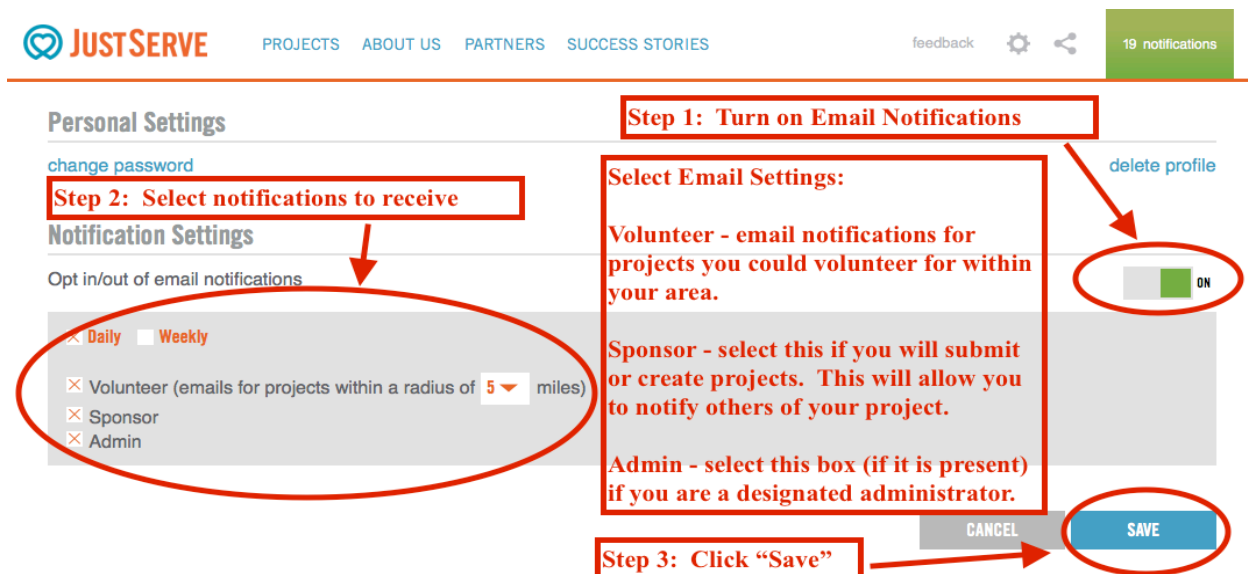
The screenshot shows the JustServe website header with navigation links: PROJECTS, ABOUT US, PARTNERS, SUCCESS STORIES. On the right, there are links for feedback, a gear icon (account settings), a share icon, and a notification badge showing 19 notifications. A red arrow points to the gear icon with the text: **Step 1: Click on the “Gear” symbol to change profile settings**.

Below the header, a user menu is visible with options: My Profile, Account Settings (circled in red), Manage Projects, Manage Partners, and Sign Out. A red box highlights the Account Settings option with the text: **Step 2: Click on “Account Settings”**.

The main content area features a search bar with the text "Search for volunteer opportunities near you" and a placeholder "city, state, or zip". There is also an "advanced search" dropdown and a "SEARCH" button.

Connecting volunteers with opportunities to care for others
and improve our communities.

5. Enable Email Notifications. Select which notifications to receive and how often. Click “Save”.



The screenshot shows the "Personal Settings" page. Under the "Notification Settings" section, there is a heading "Opt in/out of email notifications". Below this, there are radio buttons for "Daily" (selected) and "Weekly". A red circle highlights the notification options with the text: **Step 2: Select notifications to receive**.

Below the radio buttons, there are three checkboxes: "Volunteer (emails for projects within a radius of 5 miles)", "Sponsor", and "Admin". A red circle highlights these checkboxes with the text: **Step 2: Select notifications to receive**.

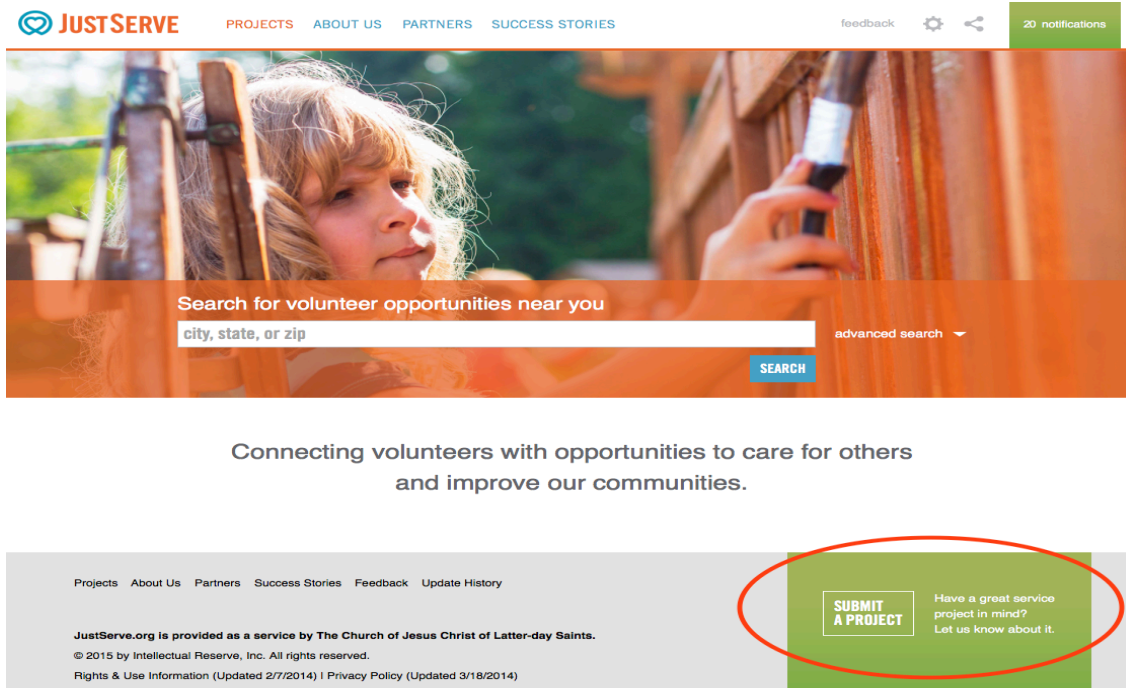
On the right side of the page, there is a "delete profile" link and a toggle switch for "ON" (selected). A red box highlights this toggle with the text: **Step 1: Turn on Email Notifications**.

Below the toggle, there is a section titled "Select Email Settings:" with the following text: "Volunteer - email notifications for projects you could volunteer for within your area." and "Sponsor - select this if you will submit or create projects. This will allow you to notify others of your project." and "Admin - select this box (if it is present) if you are a designated administrator.".

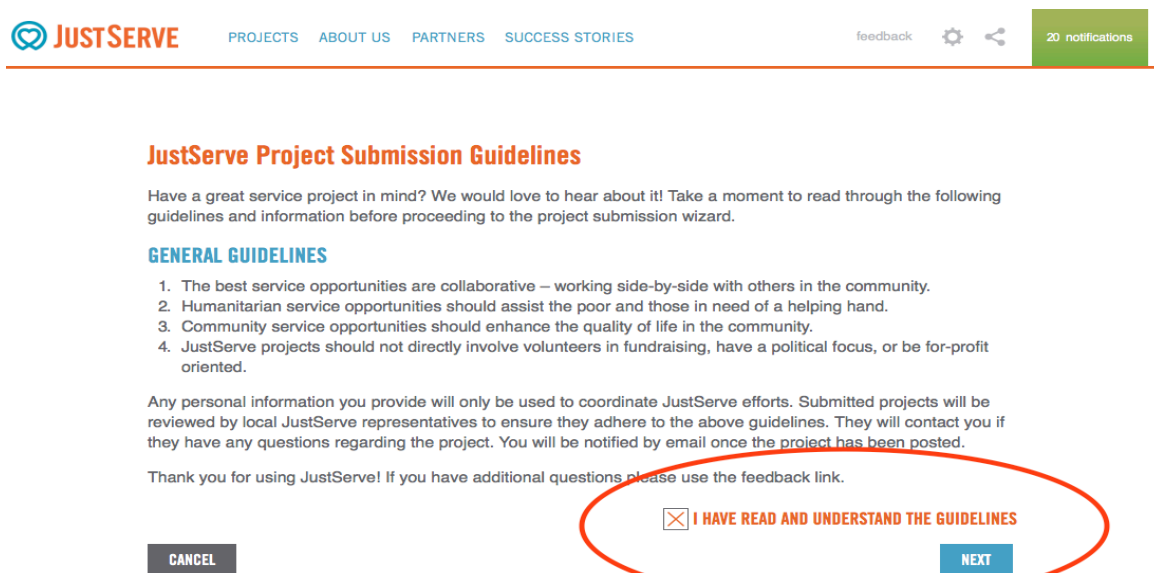
At the bottom of the page, there are "CANCEL" and "SAVE" buttons. A red circle highlights the "SAVE" button with the text: **Step 3: Click “Save”**.

JUSTSERVE TRAINING - SUBMITTING A PROJECT

6. Once this is complete, you can begin the process to Submit a new project.
7. At the bottom of the page on the lower right there will be a large green box that says “SUBMIT A PROJECT” – click on this box.

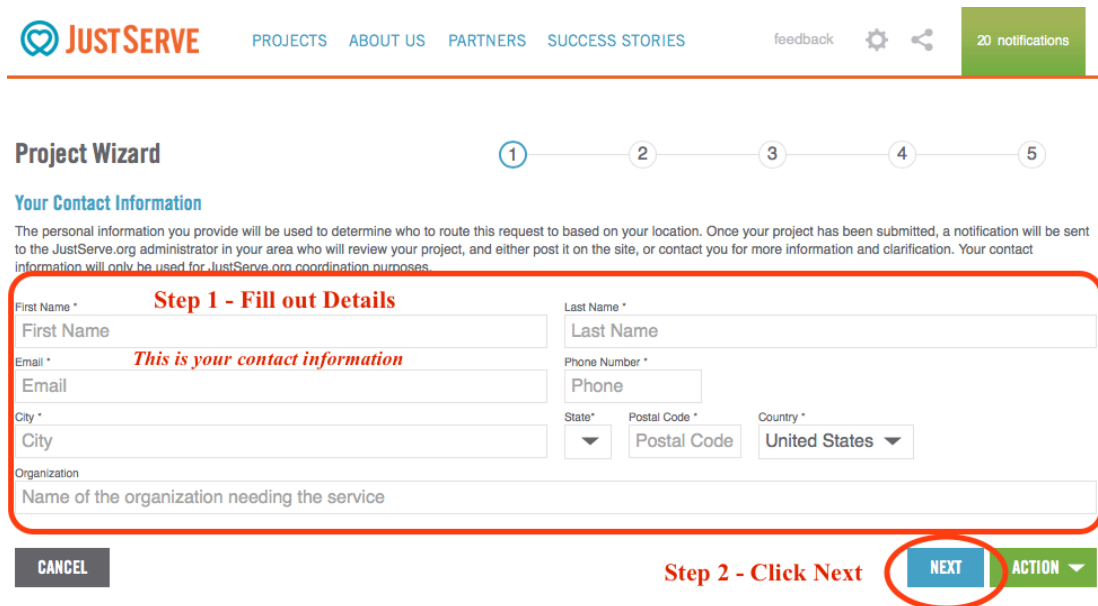


8. Read the guidelines for projects and click the box to AGREE to the guidelines.



JUSTSERVE TRAINING - SUBMITTING A PROJECT

9. Complete Step 1 – Fill in your Contact Information.



Project Wizard

1 2 3 4 5

Your Contact Information

The personal information you provide will be used to determine who to route this request to based on your location. Once your project has been submitted, a notification will be sent to the JustServe.org administrator in your area who will review your project, and either post it on the site, or contact you for more information and clarification. Your contact information will only be used for JustServe.org coordination purposes.

Step 1 - Fill out Details

First Name *
First Name

Last Name *
Last Name

Email *
Email

Phone Number *
Phone

City *
City

State *
State

Postal Code *
Postal Code

Country *
United States

Organization
Name of the organization needing the service

CANCEL

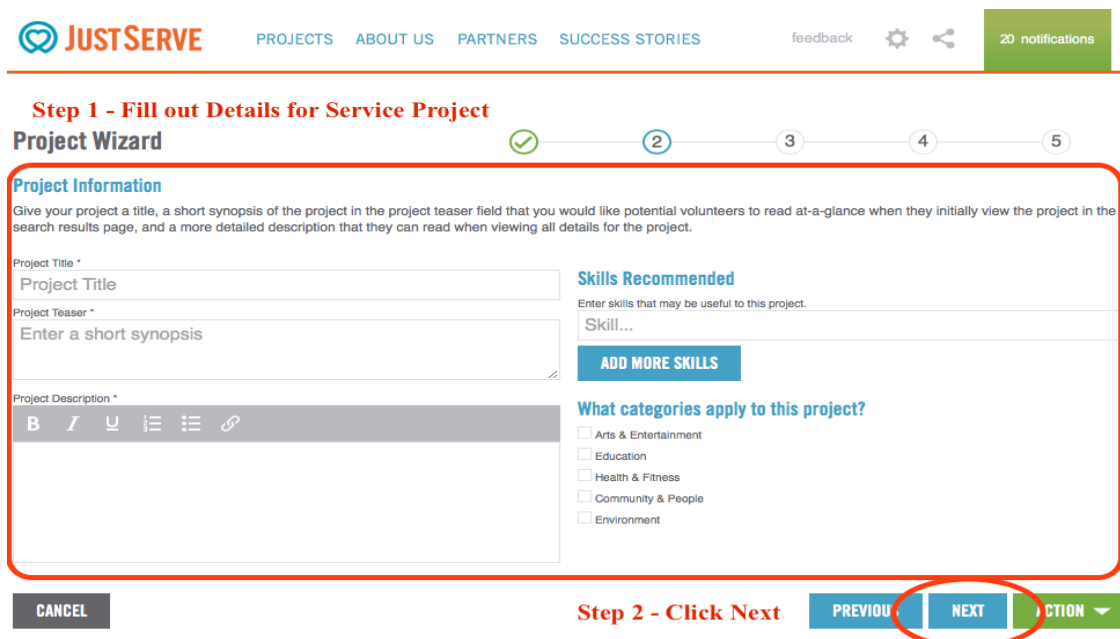
Step 2 - Click Next

NEXT ACTION

10. Complete Step 2 - Enter Project Title, Project Teaser (quick idea of what it is), Project Description, Recommended Skills, and select appropriate categories.

VERY IMPORTANT – For projects specific to the City of Renton’s National Day of Service on Saturday September 12th please title your project:

“National Day of Service – Renton - <Actual Project Name>”



Project Wizard

1 2 3 4 5

Step 1 - Fill out Details for Service Project

Project Information

Give your project a title, a short synopsis of the project in the project teaser field that you would like potential volunteers to read at-a-glance when they initially view the project in the search results page, and a more detailed description that they can read when viewing all details for the project.

Project Title *
Project Title

Project Teaser *
Enter a short synopsis

Project Description *
B I U

Skills Recommended

Enter skills that may be useful to this project.

Skill...

ADD MORE SKILLS

What categories apply to this project?

☐ Arts & Entertainment

☐ Education

☐ Health & Fitness

☐ Community & People

☐ Environment

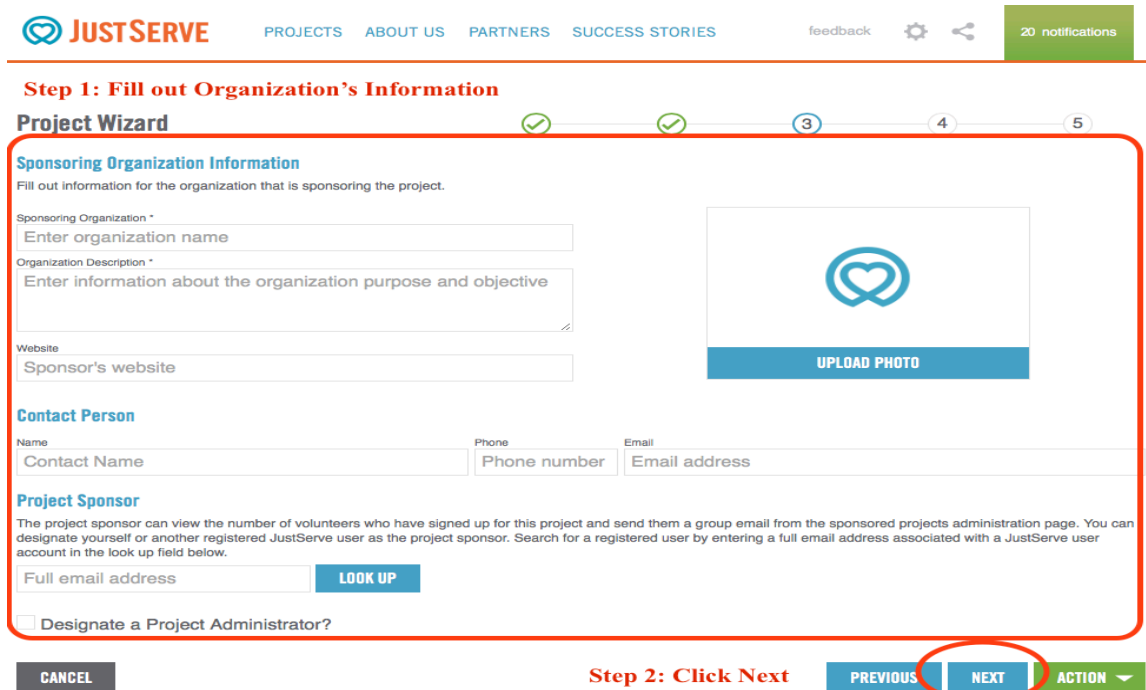
CANCEL

Step 2 - Click Next

PREVIOUS NEXT ACTION

JUSTSERVE TRAINING - SUBMITTING A PROJECT

11. Complete Step 3 - Enter Organization's Name, Description about the organization, organization website, Contact person (name, phone, email), and if you have a logo for your organization you can upload it as well.



Step 1: Fill out Organization's Information

Project Wizard

Sponsoring Organization Information
Fill out information for the organization that is sponsoring the project.

Sponsoring Organization *
Enter organization name

Organization Description *
Enter information about the organization purpose and objective

Website
Sponsor's website

Upload Photo

Contact Person

Name
Contact Name

Phone
Phone number

Email
Email address

Project Sponsor
The project sponsor can view the number of volunteers who have signed up for this project and send them a group email from the sponsored projects administration page. You can designate yourself or another registered JustServe user as the project sponsor. Search for a registered user by entering a full email address associated with a JustServe user account in the look up field below.

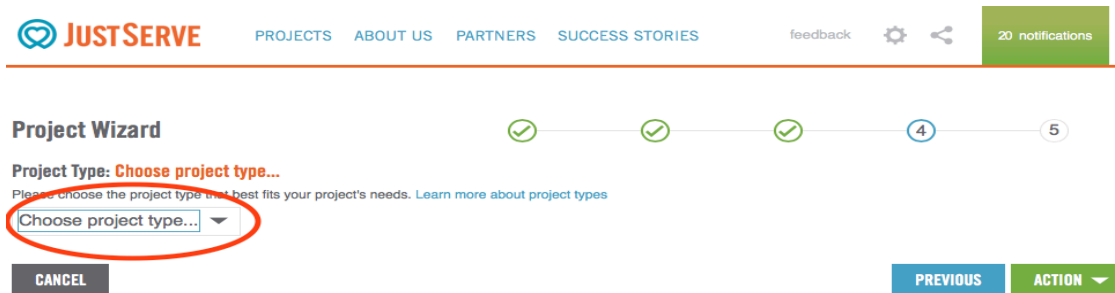
Full email address **LOOK UP**

☐ Designate a Project Administrator?

Step 2: Click Next

PREVIOUS **NEXT** **ACTION**

12. Complete Step 4 - Select the drop down menu.



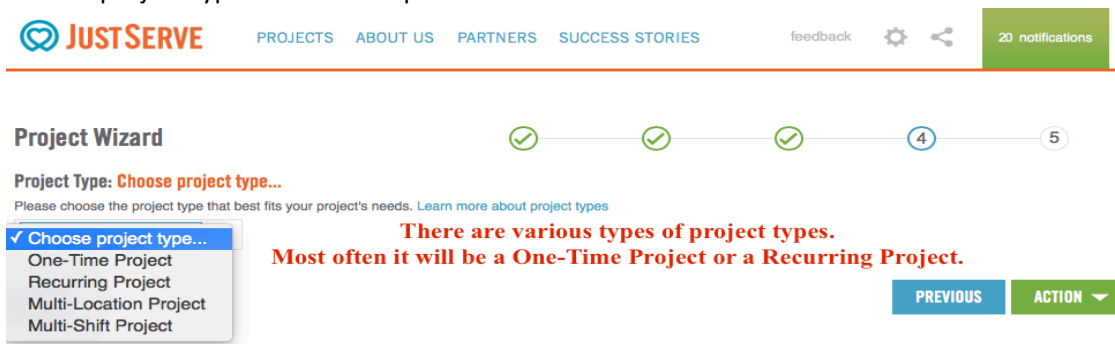
Project Wizard

Project Type: Choose project type...
Please choose the project type that best fits your project's needs. [Learn more about project types](#)

Choose project type...

CANCEL **PREVIOUS** **ACTION**

Select a project type from the drop down box:



Project Wizard

Project Type: Choose project type...
Please choose the project type that best fits your project's needs. [Learn more about project types](#)

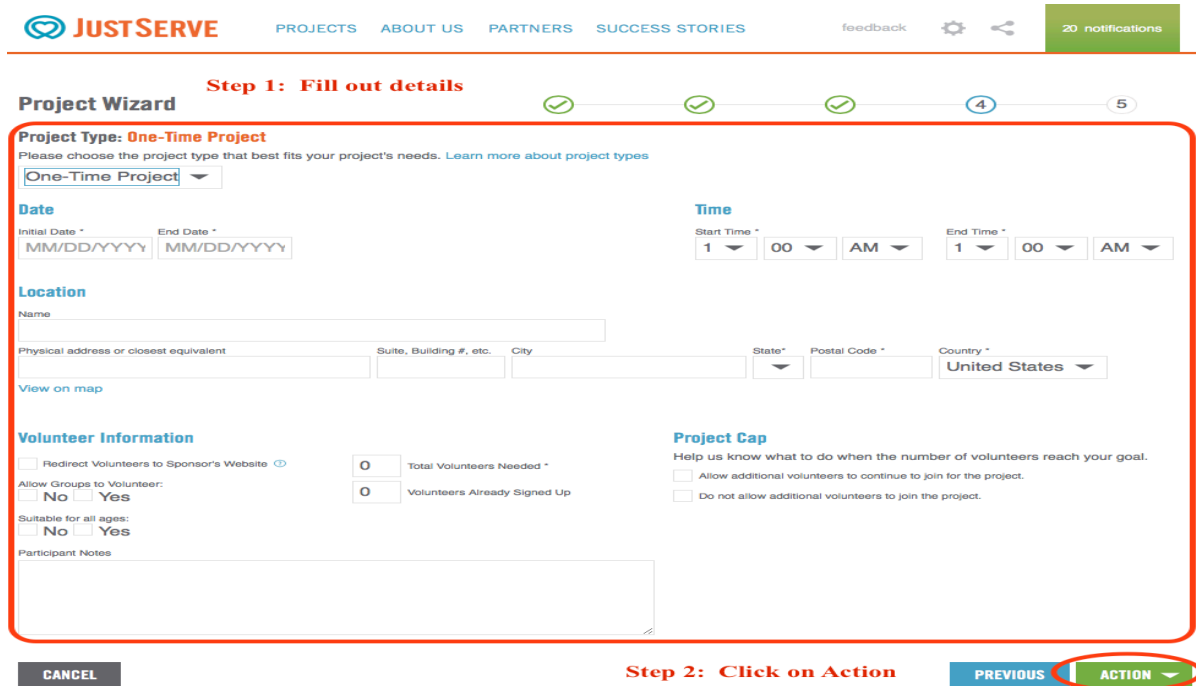
Choose project type...

There are various types of project types. Most often it will be a One-Time Project or a Recurring Project.

PREVIOUS **ACTION**

JUSTSERVE TRAINING - SUBMITTING A PROJECT

13. Step 4 Continued - Once project type has been selected additional information will need to be filled out regarding Dates, Times, Locations, Volunteer Information, etc... With Volunteer information you can specify how many, all ages, groups, etc. Please add special notes to the Participant Notes section. Once complete click on ACTION.



Project Wizard Step 1: Fill out details

Project Type: One-Time Project
Please choose the project type that best fits your project's needs. [Learn more about project types](#)

Date
Initial Date * MM/DD/YYYY End Date * MM/DD/YYYY

Time
Start Time * 1 00 AM End Time * 1 00 AM

Location
Name
Physical address or closest equivalent Suite, Building #, etc. City State* Postal Code * Country * United States

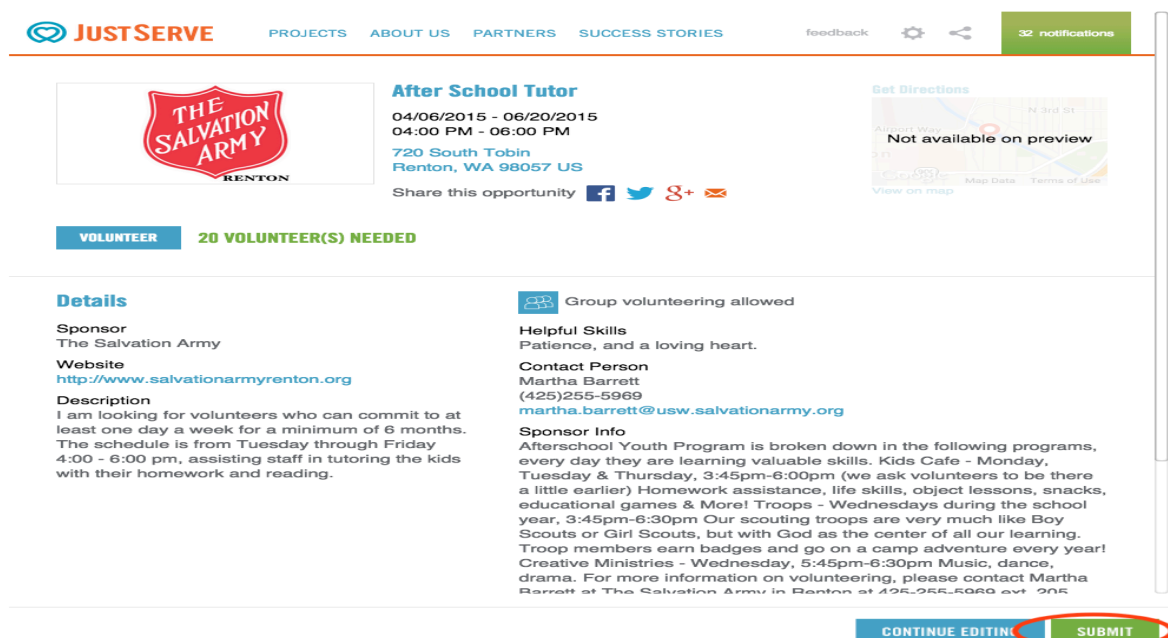
Volunteer Information
☐ Redirect Volunteers to Sponsor's Website ☐ Total Volunteers Needed * 0
☐ Allow Groups to Volunteer: ☐ No ☐ Yes ☐ Volunteers Already Signed Up 0
Suitable for all ages: ☐ No ☐ Yes

Project Cap
Help us know what to do when the number of volunteers reach your goal.
☐ Allow additional volunteers to continue to join for the project.
☐ Do not allow additional volunteers to join the project.

Participant Notes

Step 2: Click on Action **PREVIOUS ACTION**

14. Complete Step 5 - Once you click the ACTION button, you will have a chance to "preview" what you have entered. If everything is correct, please click the "SUBMIT" button. If you need to change some of the details click on "Continue Editing".



JUSTSERVE PROJECTS ABOUT US PARTNERS SUCCESS STORIES feedback 32 notifications

After School Tutor
04/06/2015 - 06/20/2015
04:00 PM - 06:00 PM
720 South Tobin
Renton, WA 98057 US
Share this opportunity

Details
Sponsor: The Salvation Army
Website: <http://www.salvationarmyrenton.org>
Description: I am looking for volunteers who can commit to at least one day a week for a minimum of 6 months. The schedule is from Tuesday through Friday 4:00 - 6:00 pm, assisting staff in tutoring the kids with their homework and reading.

Group volunteering allowed
Helpful Skills: Patience, and a loving heart.
Contact Person: Martha Barrett (425)255-5969 martha.barrett@usw.salvationarmy.org
Sponsor Info: Afterschool Youth Program is broken down in the following programs, every day they are learning valuable skills. Kids Cafe - Monday, Tuesday & Thursday, 3:45pm-6:00pm (we ask volunteers to be there a little earlier) Homework assistance, life skills, object lessons, snacks, educational games & More! Troops - Wednesdays during the school year, 3:45pm-6:30pm Our scouting troops are very much like Boy Scouts or Girl Scouts, but with God as the center of all our learning. Troop members earn badges and go on a camp adventure every year! Creative Ministries - Wednesday, 5:45pm-6:30pm Music, dance, drama. For more information on volunteering, please contact Martha Barrett at The Salvation Army in Renton at 425.255.5969 ext 205

CONTINUE EDITING SUBMIT

JUSTSERVE TRAINING - SUBMITTING A PROJECT

15. When you click SUBMIT the project will be sent to an area administrator who will review all the fields to ensure it has been filled out correctly. This person will then approve and your project will go live on the JustServe.org website.
16. People can volunteer for your project online. Each volunteer will need an account on www.JustServe.org to volunteer. As the sponsor of the project you can login to JustServe at any time to see who has volunteered for your project. You will be able to contact them and notify them of any changes or provide updates as needed.
17. If you are the project leader for a project – you can log in to JustServe.org when needed to check the status of the number of volunteers. You also have the capability to email all the volunteers and share additional information about the project. When sending an email through JustServe.org to your volunteers it is recommended that you put your name, phone number, and email at the bottom of the message so the volunteers receiving the message know the message is coming from and who to contact for more information. It is also highly suggested that you log in at least once a week to check status of your project.

Things to remember – service projects need to follow these guidelines:

- No fund raising
- No political activity

If you have further questions please email Teresa Nishi at Tnishi@rentonwa.gov and/or Nathan Burningham at Nathan.Burningham@gmail.com and we'll do our best to assist.